

EQUIPMENT MECHANIC I

DISTINGUISHING FEATURES

The fundamental reason the Equipment Mechanic I position exists is to perform maintenance and repairs on a variety of automotive and related equipment. This is the entry-level position in the Equipment Mechanic class in the Fleet Management Division of the Municipal Services Department. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification include responsibility for performing preventive maintenance duties and assisting in the repair, overhaul and maintenance duties to equipment and vehicles. Duties are performed according to determined instructions and prescribed by standards and procedures. This classification is non-supervisory. The Equipment Mechanic I position is supervised by a Fleet Supervisor.

ESSENTIAL FUNCTIONS

Diagnoses and repairs mal-functions to minor systems.

Replaces and adjusts fuel and water pumps, alternators and distributors. Rebuilds parts such as pumps. Re-wires ignition systems, lights, and instrument panels. Relines and adjusts air and hydraulic brakes. Aligns front ends, repairs and replaces suspension systems and shock absorbers.

Performs routine vehicle and equipment preventive maintenance inspections, checking and replacing fluids, checking and replacing tires, lubricating moving parts, replacing burned out lights, checking and replacing belts and hoses.

Assists in the overhaul of gasoline and diesel engines.

Performs minor tune ups and repairs to diesel engines.

Performs in-service and out of service vehicle preparation.

Assists in the overhaul of heavy equipment. Maintains and repairs hydraulic systems. Performs minor welding repairs and does some fabrication of vehicle parts and components.

Supports other mechanics and is a team player by helping other personnel with their job duties and training on use of tools or equipment.

Uses a computer to maintain basic records and prepares basic reports. Reads and comprehends service manuals.

Communicates effectively with customers, supervisors, customer service coordinator, coworkers and other staff.

Due to the limited number of positions and training required to fill this classification, exceptional attendance is an essential function to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Methods, tools, materials, and procedures used in the maintenance and repair of automotive and related equipment.

Ability to:

Work evening, nights, and/or weekends and/or a modified workweek.

Possess a complete set of hand tools to use on the job within one year of hire.

Operate a variety of equipment and machinery requiring continuous or repetitive arm and hand movements.

Utilize an automated fleet management information system to record work performed and look up vehicle data.

Lift and move 50 pounds or more.

Work in cramped or confined spaces.

Climb up and down ladders.

Reach overhead and bend or stoop continually.

Maneuver 100 pound tires.

Coordinate visual and manual dexterity to service equipment.

Communicate effectively with users, service writers and other mechanics.

Education & Experience:

Completion of one year of experience as a journey level automotive mechanic or completion of a recognized apprenticeship as an automotive mechanic. Two years as a City of Scottsdale Equipment Service Worker may be substituted for an apprenticeship program.

Must possess, or obtain within three months of hire, a minimum Class B with tanker and air brake endorsement Commercial Driver's License. No major driving citations in the last 39 months for all driving positions.

Must possess, obtain by the end of your performance probation, or obtain by the end of the first available testing cycle, an ASE certification in Automotive Light Truck or Medium/Heavy Truck.

Special Requirement

Individuals in this classification must obtain an Arizona Commercial Driver's License (CDL) within three (3) months of their date of hire or promotion. This includes passing the Arizona Department of Transportation physical exam, complete and pass the skills demonstration portion of the commercial driver's license test and securing the actual license within the 3-month period. As a condition of continued employment, individuals of this classification are required to maintain a valid Arizona Commercial Driver's License with appropriate endorsements and are subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382.

To apply for an Arizona CDL instruction permit or driver's license, requires proof of having held a driver's license for at least one year, an Arizona driver's license and completed physical examination DOT form.

FLSA Status: Non-exempt HR Ordinance Status: Classified